

## **Roger Williams University Policy and Procedure**

### **Tuition Benefits Policy**

**PURPOSE:** The purpose of the tuition benefits provided under this program is to encourage and assist eligible employees and their dependents to obtain a college level education. As an institution of higher education, encouraging and supporting higher learning for and among its employees and their dependents is important.

**SCOPE:** This policy applies to all fulltime, permanent employees with at least 6 months of continuous service prior to start of the course. Where there is conflict between CBAs and this policy, the CBA shall prevail.

- B. **Tuition Reimbursement:** Eligible employees, as defined under SCOPE, may request tuition reimbursement from the University in order to attend another institution of higher education on the basis that the course of study leading to a degree will directly benefit the University and that the course of study is not offered by the University. This program is not limited to an undergraduate degree program, but is limited to a maximum of six (6) credit hours per semester.

The dollar value for reimbursement is limited to the IRS taxable threshold (currently \$5,250) per calendar year. This grant is subject to the following provisions:

1. Should the recipient voluntarily leave the University before five (5) years have lapsed following proper, approved completion of the authorized course of study, the recipient shall repay the University as follows:
    - a. Less than two (2) years following completion of the authorized course of study, 100% of the monies must be repaid to the University.
    - b. More than two (2) but no more than four (4) years following completion of the authorized course of study, 50% of the monies must be repaid to the University.
    - c. More than four (4) but less than five (5) years following completion of the authorized course of study, 25% of the monies must be repaid to the University.
  2. As a condition for tuition reimbursement, the recipient authorizes the University to deduct, up to the maximum amount provided by law, from the recipient's salary and/or vacation accrual to recover monies it is owed pursuant to provision B.1 immediately above.
  3. Prior to any reimbursement for tuition paid to the recipient proof of at least a passing grade and of actual payment by the recipient is required by the University. There will be no reimbursement for any course in which a failing grade is achieved.
  4. The University's Tuition Reimbursement may be revoked by the University should the recipient fail two or more courses under the period of the reimbursement, in which case provision B.1. shall apply.
  5. All requests for tuition reimbursement will require the divisional Vice President signature and approval prior to the start of the course.
- C. **Tuition Exchange:** The Tuition Exchange Program (TEP & CIC) at Roger Williams University has been established to provide a college education for dependent children of eligible employees, as defined under SCOPE, at institutions other than RWU which are members of the incorporated organization known as Tuition Exchange.

Approval will be made for credits leading to an undergraduate degree only. All students must be full-time students.

1. Scholarship Availability: The number of scholarships allowed is based on a balance of the number of children from member TEP & CIC institutions attending Roger Williams University (imports) and the number of RWU employees' children attending other member TEP & CIC institutions (exports). The number of scholarships awarded may vary accordingly.
  - a. Each student is limited to one year undergraduate degree through the Tuition Exchange Benefit.
  - b. Eligibility for Tuition Exchange Benefits does not guarantee acceptance and/or scholarship to member institutions.
2. Scholarship Awards: The amount of the award is the full cost of tuition of the member TEP & CIC colleges or the maximum annual allowable amount under the TEP or CIC program.
  - a. Some TEP & CIC member institutions may require some reimbursement. ( r) iEP 1 ( 0.005 5 Tc 0.185 Tw 0 -